



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

<b>PUBLIC MEETING NOTICE:</b>	<b>REAL ESTATE EDUCATION COMMITTEE</b>
<b>MEETING DATE AND TIME:</b>	<b>Thursday, March 14, 2013 at 9:00 a.m.</b>
<b>PLACE:</b>	<b>Division of Professional Regulation</b> 861 Silver Lake Boulevard, Cannon Building <b>Second Floor Conference Room C</b> Dover, Delaware

**AMENDED AGENDA**  
(Amended items are denoted with an asterisk)

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
  - 2.1 Meeting Minutes – January 3, 2013
- 3.0 Unfinished Business
  - 3.1 Discussion Regarding Hosting an Informational Workshop for Course Providers
  - 3.2 Review Previously Tabled Student CE Requests
    - 3.2.1 Student Name: Cindy Benjamin  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1
    - 3.2.2 Student Name: Linda Hallbrook  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1
  - 3.3 Review Previously Tabled Course Provider Application

- 3.3.1 Course Provider: Frederick Academy of Real Estate  
Course Title: Property Management Course 1  
Credit Hours: 3.0  
Module: 6

#### 4.0 New Business

- 4.1 Update from the Commission – Ms. Benson

- 4.2 Review of Course Provider Applications

- 4.2.1 Course Provider: Keller Williams Realty

- 4.2.1.1 Course Title: Professionalism “Doing the Right Thing When No one is Looking”  
Credit Hours: 3.0  
Module: 7
  - 4.2.1.2 Course Title: Basics of Buyer Representation  
Credit Hours: 3.0  
Module: 7
  - 4.2.1.3 Course Title: Basics of Seller Representation  
Credit Hours: 3.0  
Module: 7
  - 4.2.1.4 Course Title: Ethics & Arbitration: What You Should Know  
Credit Hours: 3.0  
Module: 7

- 4.2.2 Course Provider: Long & Foster Institute of Real Estate

- 4.2.2.1 Course Title: Agency & Fair Housing  
Credit Hours: 3.0  
Module: 1
  - \*4.2.2.2 Course Title: Office Management  
Credit Hours: 3.0  
Module: 4

- 4.2.3 Course Provider: Sussex County Association of Realtors

- 4.2.3.1 Course Title: Listings by the Dozen  
Credit Hours: 3.0  
Module: 7
  - 4.2.3.3 Course Title: Cool Tech Tools for Everyone!  
Credit Hours: 3.0  
Module: 7
  - 4.2.3.4 Course Title: Legal Issues for Rental Agents & Brokers  
Credit Hours: 3.0  
Module: 5
  - 4.2.3.5 Course Title: DE Uniform Common Interest Ownership Act (DUCIOA)  
Credit Hours: 3.0

Module: 5

- 4.2.3.6 Course Title: What's Under Your House?  
Credit Hours: 3.0  
Module: 7

4.2.4 Course Provider: The CE Shop, Inc.

- 4.2.4.1 Course Title: Advocating for Short Sale Clients  
Credit Hours: 3.0  
Module: 6

- 4.2.4.2 Course Title: Sign Here: Contract Law on E-Signatures  
Credit Hours: 3.0  
Module: 3

- 4.2.4.3 Course Title: Breaking Barriers: Fair Housing  
Credit Hours: 3.0  
Module: 1

4.2.5 Course Provider: Ward & Taylor, LLC.

- 4.2.5.1 Course Title: Ethics  
Credit Hours: 3.0  
Module: 2

- 4.2.5.2 Course Title: Risk Management  
Credit Hours: 3.0  
Module: 3, 4, or 7

- 4.2.5.3 Course Title: First Time Home Buyers – Guiding a Buyer into a First Home  
Credit Hours: 3.0  
Modules: 3 & 7

- 4.2.5.4 Course Title: Quirks in Real Estate – Practical Resolutions to Problems  
Credit Hours: 3.0  
Module: 3 or 7

- 4.2.5.5 Course Title: Differences Between DE & PA Transactions  
Credit Hours: 3.0  
Module: 3 or 7

- 4.2.5.6 Course Title: Agency Law – The Why's, How's and Wherefores  
Credit Hours: 3.0  
Module: 5

- 4.2.5.7 Course Title: DUCIOA – Delaware Uniform Common Interest Ownership Act  
Credit Hours: 3.0  
Module: 5 or 7

- 4.2.5.8 Course Title: Understanding the Agreement of Sale  
Credit Hours: 3.0  
Module: 3 or 7

4.2.5.9 Course Title: Practical Tips for Listing Agents  
Credit Hours: 3.0  
Modules: 6 & 7

4.2.5.10 Course Title: Don't Let Your Sale Fall Apart  
Credit Hours: 3.0  
Module: 3 or 7

4.2.5.11 Course Title: Navigating 2013 & Beyond  
Credit Hours: 3.0  
Module: 5 or 7

4.2.6 Course Provider: New Castle County Board of Realtors

4.2.6.1 Course Title: Professional Standards in Real Estate  
Credit Hours: 3.0  
Module: New Licensee Module 1

4.2.6.2 Course Title: Agreement of Sale – Buyers Representation  
Credit Hours: 3.0  
Module: New Licensee Module 2

4.2.6.3 Course Title: Agreement of Sale – Seller Representation  
Credit Hours: 3.0  
Module: New Licensee Module 3

4.2.6.4 Course Title: Three Keys to Professionalism: Courtesy, Communication and Common Sense  
Credit Hours: 3.0  
Module: New Licensee Module 4

4.2.7 Course Provider: Delaware School of Real Estate

4.2.7.1 Course Title: Intro to Commercial Brokerage  
Credit Hours: 3.0  
Module: 6

\*4.2.8 Course Provider: Delaware State Housing Authority

4.2.8.1 Course Title: Homeownership Financing Programs  
Credit Hours: 3.0  
Module: 7

4.3 Review of Instructor Applications

4.3.1 Charles Bode  
Continuing Education: Module 7 – CRS 210

4.3.2 Mark Boyland  
Continuing Education: Module 6, Module 7 – Certified Distressed Property Expert

4.3.3 Carol Dehorty  
Continuing Education: New Licensee Modules 1 – 4, Continuing Education Modules 1 & 2

Pre-Licensing Course: Orientation, Real Estate Sales

Broker's Course: Ethics

4.3.4 William Patterson

Continuing Education: Continuing Education Modules 4, 5, & 6

Broker's Course: Real Estate Investment

4.3.5 Gerald Proffitt

Continuing Education: New Licensee Modules 1 – 4, Continuing Education Modules 1 – 6, & 7 – Differences Between DE & PA Real Estate Transactions, Don't Let Your Sale Fall Apart, Practical Tips for Listing Agents, Quirks in Real Estate – Practical Resolutions to Problems, Short Sales & Foreclosures

Pre-Licensing Course: Real Estate Law

4.3.6 Jonathan Taylor

Continuing Education: New Licensee Modules 1 - 4, Continuing Education Modules 1 – 6, & 7 – Differences Between DE & PA Real Estate Transactions, Don't Let Your Sale Fall Apart, Practical Tips for Listing Agents, Quirks in Real Estate – Practical Resolutions to Problems, Short Sales & Foreclosures

Pre-Licensing Course: Real Estate Law

4.3.7 Rosalind Williams

Continuing Education: New Licensee Modules 1 - 4, Continuing Education Modules 1 – 6, & 7 – Differences Between DE & PA Real Estate Transactions, Don't Let Your Sale Fall Apart, Practical Tips for Listing Agents, Quirks in Real Estate – Practical Resolutions to Problems, Short Sales & Foreclosures

Pre-Licensing Course: Real Estate Law

4.3.8 Niles Breland, Jr.

Pre-Licensing Course: Real Estate Sales

\*4.3.9 William Salamone

Continuing Education: Module 7 – Homeownership Financing Programs

\*4.3.10 Gary Hecker

Continuing Education: Module 7 – DSHA Programs for Homebuyers

4.4 Review of Student Requests for Approval of Continuing Education Activities

4.4.1 Student Name: Bob Lane

Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code

Course Provider: DE NAHRO

Credit Hours: 3.0

Module(s): 6

4.4.2 Student Name: Michael Harrington, Jr.

Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code

Course Provider: DE NAHRO

Credit Hours: 3.0

Module(s): 6

- 4.4.3 Student Name: Mary Whitaker  
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code  
Course Provider: DE NAHRO  
Credit Hours: 3.0  
Module(s): 6
- 4.4.4 Student Name: Shirley Ranzi  
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code  
Course Provider: DE NAHRO  
Credit Hours: 3.0  
Module(s): 6
- 4.4.5 Student Name: Joe Parks  
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code  
Course Provider: DE NAHRO  
Credit Hours: 3.0  
Module(s): 6
- 4.4.6 Student Name: Fernando Ruiz III  
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code  
Course Provider: DE NAHRO  
Credit Hours: 3.0  
Module(s): 6
- 4.4.7 Student Name: Patricia Sebastian  
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code  
Course Provider: DE NAHRO  
Credit Hours: 3.0  
Module(s): 6
- 4.4.8 Student Name: Carol Eckenbrecht  
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code  
Course Provider: DE NAHRO  
Credit Hours: 3.0  
Module(s): 6
- 4.4.9 Student Name: Donna Harrington  
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code  
Course Provider: DE NAHRO  
Credit Hours: 3.0  
Module(s): 6
- 4.4.10 Student Name: Bridget Lane  
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code  
Course Provider: DE NAHRO  
Credit Hours: 3.0  
Module(s): 6
- 4.4.11 Student Name: Leslie Smith

Course Title: NAR Ethics – Module 2  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module(s): Newly Licensed Salesperson Module 1

4.4.12 Student Name: Stephen Huston  
Course Title: Professional Processes – Grievance, Arbitration & Mediation  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module(s): 7

4.4.13 Student Name: Carol J. Materniak  
Course Title: Know the Code: Real Estate Ethics  
Course Provider: Mulroy School of Real Estate  
Credit Hours: 12.0  
Module(s): 2 & 7

\*4.4.14 Student Name: Letitcisa Minard  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1

\*4.4.15 Student Name: Robert Pfautz  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1

\*4.4.16 Student Name: Mary Vardell  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1

\*4.4.17 Student Name: Jamie Watson  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1

\*4.4.18 Student Name: Tiffany Walter  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1

\*4.4.19 Student Name: Allison Murray  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1

- \*4.4.20 Student Name: Christie Murphy  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1
- \*4.4.21 Student Name: Brandon Muehrle  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1
- \*4.4.22 Student Name: Andrew Meddick  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1
- \*4.4.23 Student Name: Katherine Marshall  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1
- \*4.4.24 Student Name: Nicole Keller  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1
- \*4.4.25 Student Name: Daniel Burton  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1
- \*4.4.26 Student Name: Patrick Backus  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module: Newly Licensed Salesperson Module 1
- \*4.4.27 Student Name: Brian Doreste  
Course Title: Real Estate Brokerage & Office Management  
Course Provider: Polley Associates  
Credit Hours: 21.0  
Modules: 1 – 7
- \*4.4.28 Student Name: Tara Harrington  
Course Title: NAR Ethics  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0



Module: Newly Licensed Salesperson Module 1

4.5 Review Request for Amendments

- 4.5.1 Course Provider: Jack Lingo, Inc. – Request to Amend Previously Approved Course Title  
Previously Approved Course Title: Core Module 1 – Agency and Fair Housing

Requested Course Title: Agency and Fair Housing

- 4.5.2 Course Provider: Council of Residential Specialists - Request to Amend Previously  
Approved Course  
Previously Approved Course: Building an Exceptional Customer Service Referral Business  
Requested to be Approved for Module: 7

- 4.5.3 Course Provider: Sussex County Association of Realtors – Request to Amend Previously  
Approved Course  
Previously Approved Course: NAR Ethics  
Requesting to be Approved for: Newly Licensed Salesperson Module 1

- 4.5.4 Instructor: William Patterson  
Requesting Approval to Teach Modules: 4, 5 & 6

- 4.5.5 Instructor: Alvin Monshower, Jr.  
Requesting Approval to Teach Modules: 1, 3, 4, 5, 6 & 7 – Buyer Agency, Common RE  
Settlement Problems, Commercial Real Estate Hot Buttons, Contracts/Contract Law,  
Disclosures, Dispute Avoidance, Environmental Issues, Ethical Practice, Fair Housing, Fair  
Housing Testing, FHA Financing, Foreclosures, Procuring Cause, Real Estate Hot Buttons  
and Issues, Real Estate Investment Fundamentals, Risk Management, Short Sales Done  
the Right Way, What's Material?

- 4.5.6 Instructor: Ruth Briggs-King  
Requesting Approval to Teach: Newly Licensed Salesperson Module 1

4.6 Consider Letter of Intent and Resume for Michael Rushe for Appointment to the Real Estate  
Education Committee for Kent County Public Member Vacancy

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – April 4, 2013

9.0 Adjournment

**Please Take Note:** To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30  
p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and

Real Estate Education Committee

Agenda – March 14, 2013

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- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.